

Two-Year License Renewal

New Policy

The following Occupational Licensees will be issued a two-year term license beginning on January 1, 2006.

- Dealers
- Dismantlers
- Distributors
- Driving School Owners
- Lessor-Retailer
- Manufacturers
- Re-Manufacturers
- Transporter
- Registration Services
- Traffic Violator School Owners
- All-Terrain Vehicle Safety Organizations

NOTE: The licensing term for Driving School Operators and Traffic Violator School Operators will not exceed the license term of the Driving School Owners and Traffic Violator School Owners.

Staggered Renewals

License renewals beginning in January 2006 will be implemented as follows.

- Licenses issued **prior** to January 1, 2006, with a date-in-business in an:
 - **Even** year will be issued a two-year renewal when the license expires in 2006.
 - **Odd** year will be issued a two-year renewal when the license expires in 2007.
- Licenses issued **on or after** January 1, 2006, will be issued a two-year renewal term upon the first expiration date of the license.

NOTE: This staggered renewal process does not apply to any dealer required to provide evidence of successful completion of continuing education requirements in conjunction with his/her first two-year term license renewal.

Renewal Reminder

- Complete license renewals must be postmarked on or before the license expiration date or be assessed a penalty fee.
- Failure to submit a complete application by the last day of the renewal grace period may result in a firm being placed out-of-business for non-compliance.

NOTE: The grace period is calculated 30 days from the original expiration date. Driving and Traffic Violator School licenses **do not** have a grace period.

Background

Vehicle Code Section 1665 authorizes the department to issue or renew licenses on a two-year basis and to set the fee. This new policy will control the volume of applications received to better manage workloads and increase oversight of the licensing program.

Distribution

This memo is available online at www.dmv.ca.gov/vehindustry/olin_memos/vin_top.htm and was distributed in hardcopy in October 2005 to the following:

- Auto Dealers
- Dismantlers
- Distributors
- Driving School Owners
- Driving School Operators
- Lessor-Retailer
- Manufacturers
- Re-Manufacturers
- Transporter
- Registration Services
- Traffic Violator School Owners
- All-Terrain Vehicle Safety Organizations

Contact

Contact the following if you have questions regarding the two-year renewal policy:

| Licensees | Contact |
|---|--|
| <ul style="list-style-type: none">• Traffic Violator Schools• Driving Schools• All-Terrain Vehicle Safety Organizations | Occupational Licensing Traffic Violator School/Driving School Unit at (916) 229-3127 |
| All other licensees | Occupational Licensing First Unit at (916) 229-3126 |